

# **WAPCOS LIMITED**

No. 5/224/EMP/IO/2024

24<sup>th</sup> September, 2024

## **NOTICE**

**Sub: - Notice for empanelment of retired officers as the inquiry officer for conducting departmental inquiries in WAPCOS limited.**

### **About WAPCOS Limited**

WAPCOS Limited is a central public sector enterprise wholly owned by the Government of India under the administrative control of Ministry of Jal Shakti, GOI conferred with Schedule B Category-I Mini-Ratna status by Department of Public Enterprises. WAPCOS Limited is engaged in engineering consultancy services and construction in the fields of water, power and infrastructure sectors for businesses and communities in India and overseas.

### **Procedure for empanelment of retired officers as the inquiry Officer:**

WAPCOS Limited intends to empanel retired Officers as Inquiry Officers for the purpose of conducting departmental inquiries with details mentioned here under.

### **Eligibility conditions for Inquiry Officer:**

Following are the eligibility conditions for appointment of willing retired officers as Inquiry Officers to conduct departmental inquiries:-

- (i) Retired officers who are willing to serve as Inquiry Officer.
- (ii) Retired Officers not below the rank of Dy. Secretary in the Central Government (i.e. equivalent to Pay level 12 of pay matrix as per 7th CPC) and equivalent Officer in the State Government/ PSUs (i.e. equivalent to pay scale of Rs.70000-200000 as per IDA 3rd PRC).  
**Note:** In case of officers retired from organisation that follows different Pay Scale other than CDA / IDA pattern, Last Pay Scale Equivalency Certificate [with CDA / IDA pattern Pay Scale and/or with the rank in Central Government (not below Dy. Secretary level)] from their last serving organization to be produced.
- (iii) He/she should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).  
**Note:** Vigilance Clearance Certificate from the last serving organisation (specifically containing inputs on the status of penalization during the service) to be produced.
- (iv) The experience in the sector and status of residence shall also be considered (at the time of appointment as Inquiry Officer, if empanelled).

### **Validity of the panel:**

The panel of retired officers created for the purpose of appointing Inquiry Officers for conducting departmental Inquiry will be valid for a period of three years.

## **Terms and Conditions for appointment of retired officers as the Inquiry Officer:**

The designated Inquiry Officer shall require to give an undertaking as follows:

- (i) That he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government Officer. A Certificate to this effect will be obtained from the Inquiry Officer with respect to every Inquiry and placed on record;
- (ii) Shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.

### **Other Conditions:**

- (i) No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc., available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
- (ii) The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO.
- (iii) The Inquiry Officer shall undertake travel for conducting Inquiry (in unavoidable circumstances) with the approval of Disciplinary Authority.
- (iv) The number of disciplinary cases assigned to an Inquiry Officer will be restricted to 8 cases in a year, with not more than 4 cases at a time.
- (v) The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Disciplinary Authority depending upon the circumstances of the case.
- (vi) Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority.
- (vii) A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not up to the mark will be terminated with the approval of appointing authority.

### **Structure of rates of Honorarium and other allowances payable to the Inquiry Officer:**

Items	Category	Rate per case (in rupees)
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			For officers retired from the Ministries/ Departments under Government of India	For officers retired from PSUs / non-pensionable organisations
Honorarium	I	Where the number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn	An amount equal to 45% of the last drawn Basic Pay
	II	Where the number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn	An amount equal to 35% of the last drawn Basic Pay
	III	Where the number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn	An amount equal to 30% of the last drawn Basic Pay
Transport Allowance		Rs.40,000/-per case.  Subject to the condition that for outstation journey, the actual expenses for Air travel/railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the Competent Authority and in compliance of the instructions issued by DoPT/DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).		
Daily Allowance		Same as the Officer was entitled to immediately prior to retirement.		
Secretarial Assistance	I	Where the number of witnesses cited in the charge sheet is more than 10	Rs.40,000/-	
	II	Where the number of witnesses cited in the charge sheet are between 6- 10	Rs.30,000/-	
	III	Where the number of witnesses cited in the charge sheet is less than 6	Rs.20,000/-	

In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer for every additional charged officer.

50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case it is not possible to proceed with the matter due to stay by courts etc., the Inquiry Officer may be discharged from his/her duties and payment of honorarium and other

allowances will be made on pro rata basis. The Honorarium will normally be regulated by taking into account the quantum of work involved in individual disciplinary cases.

Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-

- (i) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
- (ii) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and addresses each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- (iii) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules of WAPCOS.

**How to apply:**

Eligible retired officials willing for empanelment as Inquiry Officer may send their Bio-Data duly completed in all respects as per proforma (Annexure-‘A’) along with supporting documents to General Manager (HR), WAPCOS Limited, Plot No. 76-C, Institutional Area, Sector-18, Gurugram -122015 (Haryana) by post. The last date of submission of application is 30 days from the date of publication of this advertisement in the Employment News.

(Sanjay Sharma)  
**General Manager (HR)**  
**WAPCOS Limited**

**APPLICATION FOR APPOINTMENT OF RETIRED OFFICERS AS THE INQUIRY OFFICER  
TO CONDUCT DEPARTMENTAL INQUIRY**

1. Name of the officer (In capital letters) :
2. Date of retirement from government service \* :
3. Last Post held before retirement \* :
4. Details of the Ministry and posts held during the service :
5. Last Pay scale drawn in CDA/IDA \* :
6. Last basic pay drawn in CDA/IDA \* :
7. Monthly basic pension drawn, if any. :
8. TA/DA rules applicable to the Officer \* immediately prior to his/her retirement :
9. Have you ever been assigned the Responsibility of the Inquiry Officer : If yes, the details thereof (If yes, Appointment Order as Inquiry Officer to be produced in support) :
10. Whether retired on attaining the age of Superannuation or voluntary retirement :
11. Whether any penalty was imposed during the service :  
If yes, the details thereof  
**Note:** Vigilance Clearance Certificate from the last serving organization (specifically containing inputs on the status of penalization during the service) to be produced

Name and signature

Permanent/Present Address

E-mail id  
Contact Number

Place:

Date:

(\*: Supporting documents to be attached.)